



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Copier for Recreation Division (\$21,092.06)

MEETING DATE: December 15, 1999

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution authorizing the purchase of a replacement copier for the Recreation Division from Business Office Systems, Stockton, in the amount of \$21,092.06.

BACKGROUND INFORMATION: The existing Xerox copier in the Recreation Division was purchased in August 1992. It currently has over 1.1 million copies and has become unreliable as the copy volume increases.

The department was funded in the 1999/00 fiscal year for the replacement of a duplicator (\$10,200, page E-8) and replacement of the copier in 2000/01 (\$20,500), however the copier has become a priority due to age and unreliability. Staff feels replacing the duplicator can be postponed until the next 2-year fiscal cycle.

If approved, this purchase would be made under a rider to the 3-year San Joaquin County copier contract with Minolta through Business Office Systems of Stockton. The County contract was awarded in July 1998, following a Request for Proposal in which respondents were evaluated on price, responsiveness, equipment usability and reference checks. Contract provisions allow all public agencies in the county to option to "piggyback" to take advantage of the County's favorable pricing, and Lodi City Code Section 3.20.070 allows for the purchase of equipment, supplies, and services when the method of purchase is determined by the City Council to be in the best interest of the City.

Staff reviewed several copiers and found the Minolta Di520 to meet staff needs. Maintenance costs will be significantly lower than what the department currently expends on the Xerox. The first year of maintenance is included with the Minolta purchase, which will save the department approximately \$1,500 in maintenance costs for the existing copier during the current fiscal year. Maintenance for years 2 through 4 is expected to be approximately \$2,000. The existing Xerox copier will be sent to auction.

FUNDING: Equipment replacement fund
Funding available:


Vicky McAthie, Finance Director

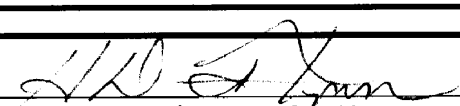


Ron Williamson
Parks and Recreation Director

Prepared by Susan Bjork, Department Secretary

RW/sb

cc: City Attorney
Purchasing Officer

APPROVED: 
H. Dixon Flynn -- City Manager

12/08/99

RESOLUTION NO. 99-194

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR THE PURCHASE OF
PHOTOCOPIER FOR RECREATION DIVISION

WHEREAS, Lodi Municipal Code, §3.20.070, authorizes dispensing with bids for purchases of supplies, services or equipment when it is in the best interest of the City to do so; and

WHEREAS, the existing copier at the Recreation Division is over seven years old and has become unreliable; and

WHEREAS, this purchase can be made under the San Joaquin County Contract with Minolta through Business Office Systems in Stockton; and

WHEREAS, staff recommends the purchase of a Minolta Di520 digital copier because of its digital capabilities, high volume ability and lower maintenance costs.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby approves the purchase of a Minolta Di520 digital copier under the San Joaquin County Contract with Minolta through Business Office Systems in Stockton, California in the amount of \$21,092.06.

Dated: December 15, 1999


I hereby certify that Resolution No. 99-194 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 15, 1999, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and Mann (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


ALICE M. REIMCHE
for City Clerk